

APPENDIX 9

POST-GRANT MONITORING LETTER

{Insert date}

{Insert Name of Authorized Official/Address of Grantee}

Dear _____:

Our records show that *{insert name of grantee}* received the following *{construction award(s)/modernization grant(s)/grant supporting major alteration and renovation}* from the *{insert name of IC}*:

Grant #	PI Name	Dollar Amt. Awd.	Net Square Feet/Meter	Occupancy Date	Usage End Date
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As set forth in the terms and conditions of award, *{insert name of grantee}* is required to use the space funded by *{insert name of IC}* for *{insert usage purpose, e.g., biomedical research}* for *{insert usage period, e.g., 20 years or until the property is no longer used for the authorized purpose}*, unless otherwise approved by the *{insert name of IC}*. To ensure compliance with this usage requirement, the *{insert name of IC}* monitors the use of the grant-supported space through a periodic self-certification process.

We are requesting that you (1) review the activities carried out in the space supported by the award, including any required matching funds, and (2) provide us with the following information bearing the signature of the Authorized Organizational Representative for your organization:

- a. a written certification that the space is being used for the purpose for which the grant was originally awarded or subsequently approved by the *{insert name of IC}*; and
- b. the name(s) of the principal investigator(s) occupying the grant-supported space and their research interests.
- c. an 8" x 10" size photograph of the exterior building and a photograph of each typical interior grant-supported space (i.e., photo of a typical laboratory, office, common room, clinical space, etc.). If photographs were provided at time of grant closeout, please provide updated pictures of the same space. This information can also be sent on a disk as a digital image file.

If an **{insert name of IC}** representative is planning to be in your area, we might also visit your institution and walk through the grant-supported space to observe its usage. We will notify you in advance of any such visit.

As a reminder, **{insert name of grantee}** is required to seek National Institutes of Health (NIH) awarding office prior approval for any change in the usage of the grant-supported space. Therefore, if **{insert name of grantee}** is planning to make a change in use of the space from that originally or subsequently approved by NIH, please provide the following information:

- a. A detailed description of the planned change in usage and the net square feet/meter involved;
- b. A revised space assignment plan and/or floor plan; and
- c. The date when the change in usage is planned.

{insert name of grantee} may submit information regarding proposed change(s) in use of grant-supported space at any time, but the request must be submitted well in advance of the date when the change in usage is planned in order to provide **{insert IC}** staff adequate time to review and act on the request.

If **{insert name of grantee}** has made an unreported change in the use of space since the last reporting period, please provide the three items listed above and an explanation of why prior **{insert IC}** approval was not sought.

{Insert name of IC} staff will review any proposed change(s) in use of grant-supported space for appropriateness and provide you with the results of our review in writing.

Your certification regarding the use of grant-supported space is due within 30 days of the date of this letter. The certification or a request for change(s) in use of the grant-supported space should be sent to me by fax **{insert FAX number}** or e-mail **{insert e-mail address}**, or mailed to me at one of the addresses listed below.

Postal Service
{insert address }

Overnight Courier
{insert address }

If you have any questions, please call me at **{insert phone number}** or e-mail me at **{insert e-mail address }**.

Sincerely,

{Insert name and address of Grants Management Specialist}

